



Roadmap for Washington State Financial and Administrative Policies, Process and Systems

To-Be Business Process Model Focus Group Expense Reimbursement October 10, 2005 8:30 – 12:00

AGENDA

1. Welcome – Roadmap Goals	8:30	Kathy
2. Review updated as-is travel reimbursement model: – Scope and objectives – Business process model – Components: Entities, Inputs, Outputs, Events, Data, Constraints – Agency variations	8:35	Robin
3. Review as-is other expense reimbursement model: – Business process model – Components: Entities, Inputs, Outputs, Events, Data, Constraints – Determine agency variations	9:00	John
BREAK	9:25	
4. Challenges, opportunities, and issues – What are the challenges with the current process? – What opportunities are there for improvement?	9:30	John
5. Discuss some Bold Change ideas – The benefits of bold change – Examples of Bold Change 1. Streamline approvals 2. Reimburse through payroll 3. Move to corporate credit cards	10:00	Robin
BREAK	10:40	
6. Lay out The To-Be Model	10:45	Robin
7. Next steps – Assignments – Process check – How can we improve for Phase 2?	11:45	Kathy

Handouts:

1. Expense Reimbursement As-Is Process – TRAVEL model
2. Straw Man Expense Reimbursement As-Is Process – OTHER model
3. Expense reimbursement scope, objectives, components, and sample agency variations